

Training Tip/Documentation for the State of Idaho On-Line Scholarship Application Process

High School Official Eligibility Verification Process:

Prior to the application window being opened for High School Officials, the following information should be sent to high school officials (counselors). It is recommended that the sample email be sent and the rest of this information sent as a training manual/attachment for counselors. The screen shots and training manual can be attached to the Counselor Validation site as a help section.

Sample of the email to counselors:

CONFIDENTIAL

For High School Official/School Counselor Only. If you receive this email in error, delete it and all copies and contact dana.kelly@osbe.idaho.gov as soon as possible. (208) 332-1574

Idaho High School Counselors,

The following information is intended to guide you as you begin this process. New this year is a counselor help document. This adobe document provides screenshots and text intended to help you with the high school official portion of the State of Idaho Scholarship process. In addition, I will be available to help if you have difficulties along the way.

The counselor page is available on our website at:

<http://www.boardofed.idaho.gov/scholarships/counselor-input.asp>

If you validated last year, you will receive a separate email with the username you established last year. With the username, you can log in. If you forgot your password, you can use the “forgot password” link and request your password. Using your username and password from last year will make the process much easier. If you don’t get the second email, I can provide you with your username, but I do not have records of passwords.

Establishing a login account – Please pay careful attention to the directions:

This is for High school officials (counselors) who did not establish usernames last year. Counselors/HSO will electronically submit eligibility criteria for students who have applied for scholarship managed by the State of Idaho.

- In order to submit scholarship information for your students you will need to establish a login account. The link is only in this email. Do not delete this email without printing a copy so that you can access the initial Counselor Registration Page. In addition, do not share this link with anyone. It is for High School Officials only. The student application period closed as of February 15, 2007.
- You will need to go to this site https://www.boardofed.idaho.gov/scholarships/online_app/login/counselorregister.aspx and request a username. You will be emailed a username, temporary password and validation code. Once this email arrives you will need to validate your account and

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then select your own password. The validation code and passwords are very complex, and it works best if when you get the new email that you click on the link in the email, and then copy and paste your username, validation code and password. Upon completion of the validation, you will be able to select a password. If you have difficulty with this step. Please call me and I will get it going for you.

- After completing these steps, you will be able to begin submitting the information necessary for your students to be considered for the scholarships managed by the State of Idaho.

After validating your account, you can then log in until the deadline directly from our scholarship site:

<http://www.boardofed.idaho.gov/scholarships/counselor-input.asp>

- Upon receipt of this email, please proceed with the process of establishing a login account.

Please Note that for SAT scores only use the SAT Verbal and SAT Math. Do not use the new writing score.

New This Year:

From the log in page, you will be able to view a new help document. This document provides screen shots and text intended to assist the High School Officials with the student information validation process. You may want to review this document prior to entering student data. The document will give you a good overview of the complete process. If you still have any questions, please feel free to contact me.

Counselor Verification Window:

Counselors will have until Friday, February 16, to enter the necessary information for their students. Counselors can often as necessary until February 16, 2007. Counselors may choose to wait and enter all student information at one time. This is fine as long as you complete the entry by the deadline, February 16, 2007

Contact Information:

Dana Kelly, Manager
Student Affairs Programs
Office of the Idaho State Board of Education
P.O. Box 83720
Boise, ID 83720-0037
Phone: (208) 332-1574
Scholarshiphelp@osbe.idaho.gov or dana.kelly@osbe.idaho.gov
Fax: (208) 332-2632

After the High School Official (HSO) requests a user name and password, the counselor will be sent an email with the validation information. The email used is the one listed in the

database for this counselor. If by chance the High School Official (Counselor) has had an email change and did not have this updated by the Scholarship Manager, they will not get this critical email. If this occurs, the HSO will need to contact the scholarship manager and the manager will need to go into the database and change the email. Then the HSO will need to wait for the next hour to attempt to go back in and request a new password. If this is not the case, and the HSO does not get the email, the HSO will likely need to check with tech support at the high school to verify that the schools email system recognized email from OSBE and valid and not “junk”.

The email looks like the sample below. The validation is the hardest part of the entire process and it is important for the HSO to read the email carefully. It is also suggested for both student applicants and the HSO that they “copy and paste” the validation code and password into the next two screens. Here is a sample of the validation email High School Officials should receive:

Thank you for creating a login to apply for Idaho State Board of Education Scholarships.

You may validate your account by clicking on the following link

https://www.boardofed.idaho.gov/scholarships/online_app/Login/Validate.aspx

If you cannot click on the link above, copy and paste the link into a web browser.

The password is case sensitive, using upper and lower case letters along with numbers. Please carefully enter the information shown below or use cut and paste to enter it into the form.

Your username is: DanaTest

Your validation code is: faracida

Your password is: R!n47M-lavuhabe

Please print off this email and keep this information in a secure place. Do not share your username and password with anyone else. In order to proceed with the application process, you will need to validate your account.

Dana Kelly, Manager

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Student Affairs Programs

Office of the Idaho State Board of Education 650 W. State Street Boise, Idaho 83706

email: scholarshiphelp@osbe.idaho.gov
(208) 332-1574

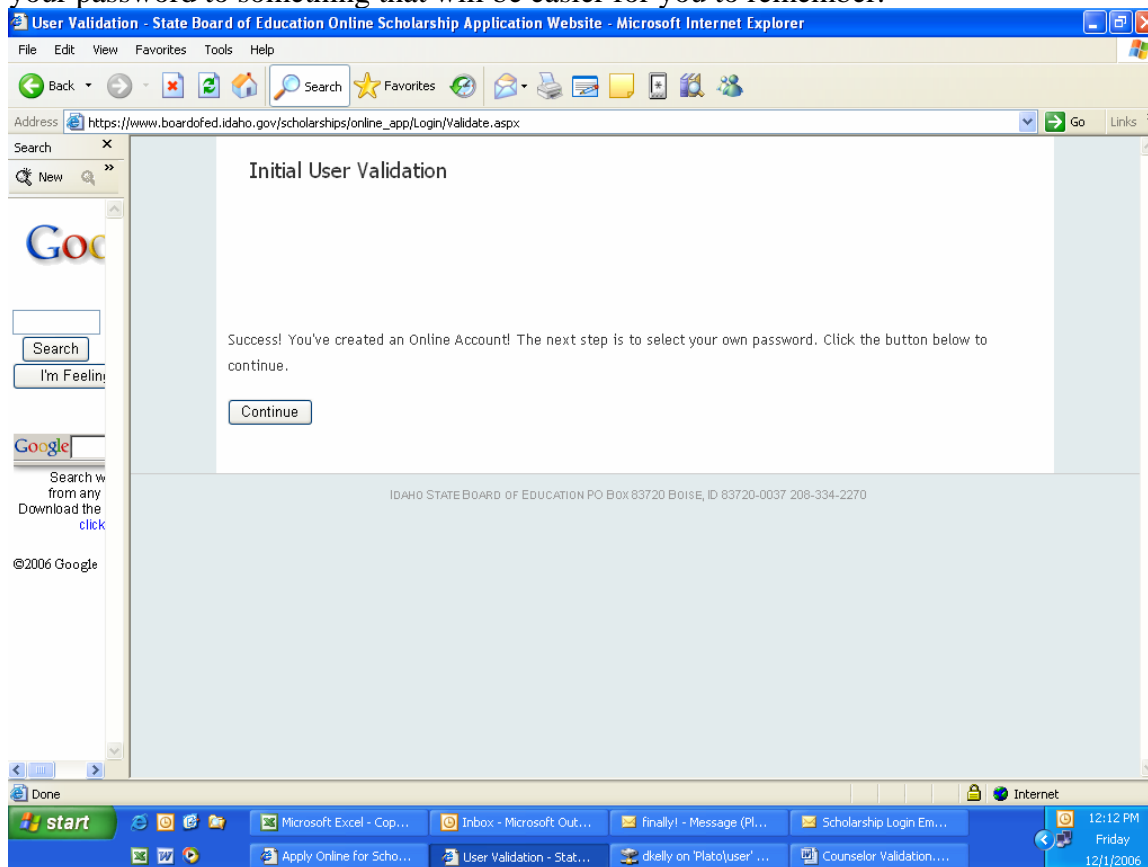
The following pages provide screen shots and explanatory text for High School Officials completing the eligibility verification process.

The screenshot shows a Microsoft Internet Explorer window titled "User Validation - State Board of Education Online Scholarship Application Website". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/Login/Validate.aspx. The page content is titled "Initial User Validation" and includes the following text: "Please enter your username, password and validation code received in the email sent from our office. The password is case sensitive, using upper and lower case letters along with numbers. Once your information is validated, you will be able to continue with the online application process immediately." Below this text are three input fields labeled "Username:", "Validation Code:", and "Password:". A "Validate" button is positioned below the "Password" field. At the bottom of the page, the text "IDAHO STATE BOARD OF EDUCATION PO BOX 83720 BOISE, ID 83720-0037 208-334-2270" is visible. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Excel, Microsoft Outlook, and the current "User Validation - Stat..." window. The system clock indicates the time is 12:10 PM on Friday, 12/1/2006.

After the HSO successfully “copies and pastes” the Username, Validation Code, and Password they should select the Validate Button at the bottom of the page.

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Tip for Success: If you used the “copy and paste” process it is likely that the last item you copy and pasted was the computer generated password. If so, after hitting the Continue Button on the next screen you will be able to past your initial password into the Current Password space on the Reset Password screen. It is recommended that you reset your password to something that will be easier for you to remember.



At this screen, press the Continue Button.

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The screenshot shows a Microsoft Internet Explorer window titled "ResetPassword - Microsoft Internet Explorer". The address bar displays the URL: https://www.boardofed.idaho.gov/scholarships/online_app/ResetPassword.aspx. The page content is titled "Reset Password" and contains the following form fields and buttons:

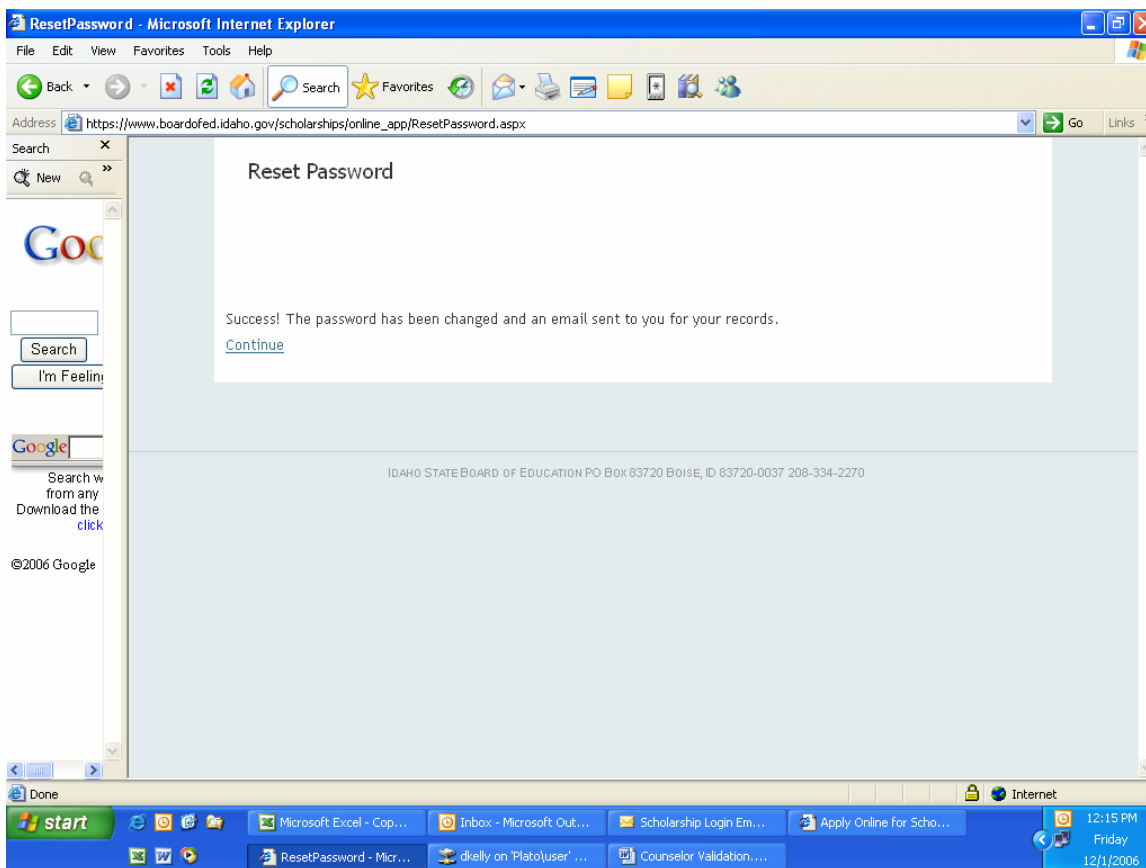
- Current Password:
- New Password: (8 - 16 characters, Must include at least 1 number, 1 UPPER case, 1 lower case. No Spaces!)
- Confirm Password:
-

At the bottom of the page, the text reads: "IDAHO STATE BOARD OF EDUCATION PO Box 83720 BOISE, ID 83720-0037 208-334-2270". The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Excel, Outlook, Apply Online for Scho..., ResetPassword - Micr..., dkelly on 'Plato/user'..., Counselor Validation...), and the system clock showing 12:13 PM on Friday, 12/1/2006.

Please reset your password to something easy for you to remember. Keep your password in a save place, and do not share it with students or other HSOs.

Using the “copy and paste” functions works well in resetting the password from the original computer generated password.

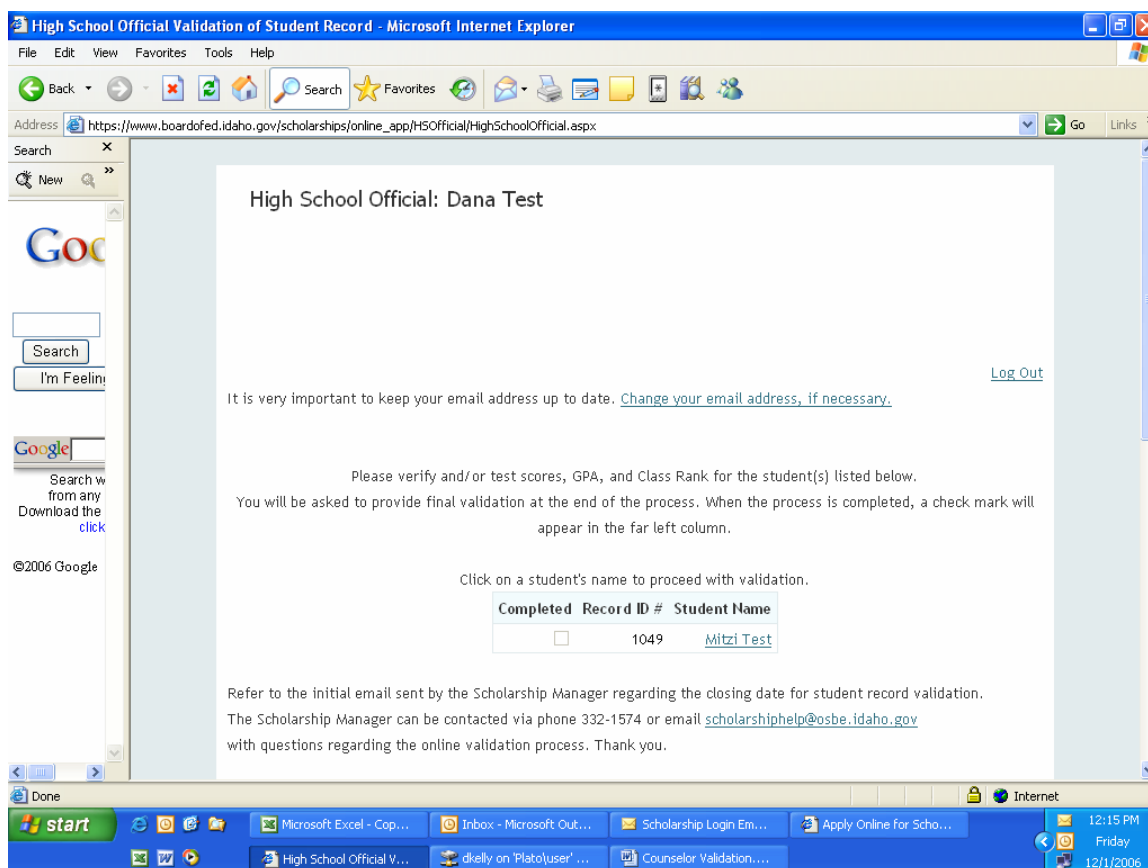
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Once this screen appears, you should be getting another email with your new password. Keep the email in a safe place.

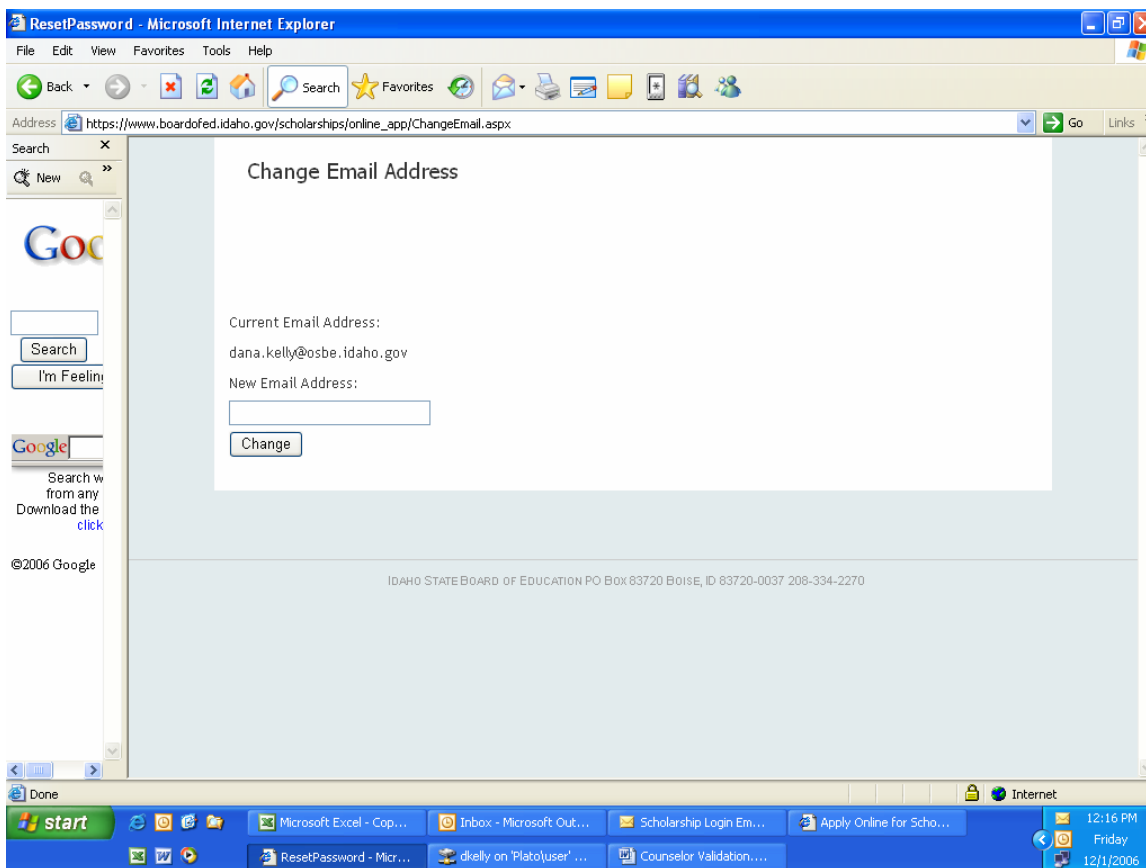
Hit the Continue Button

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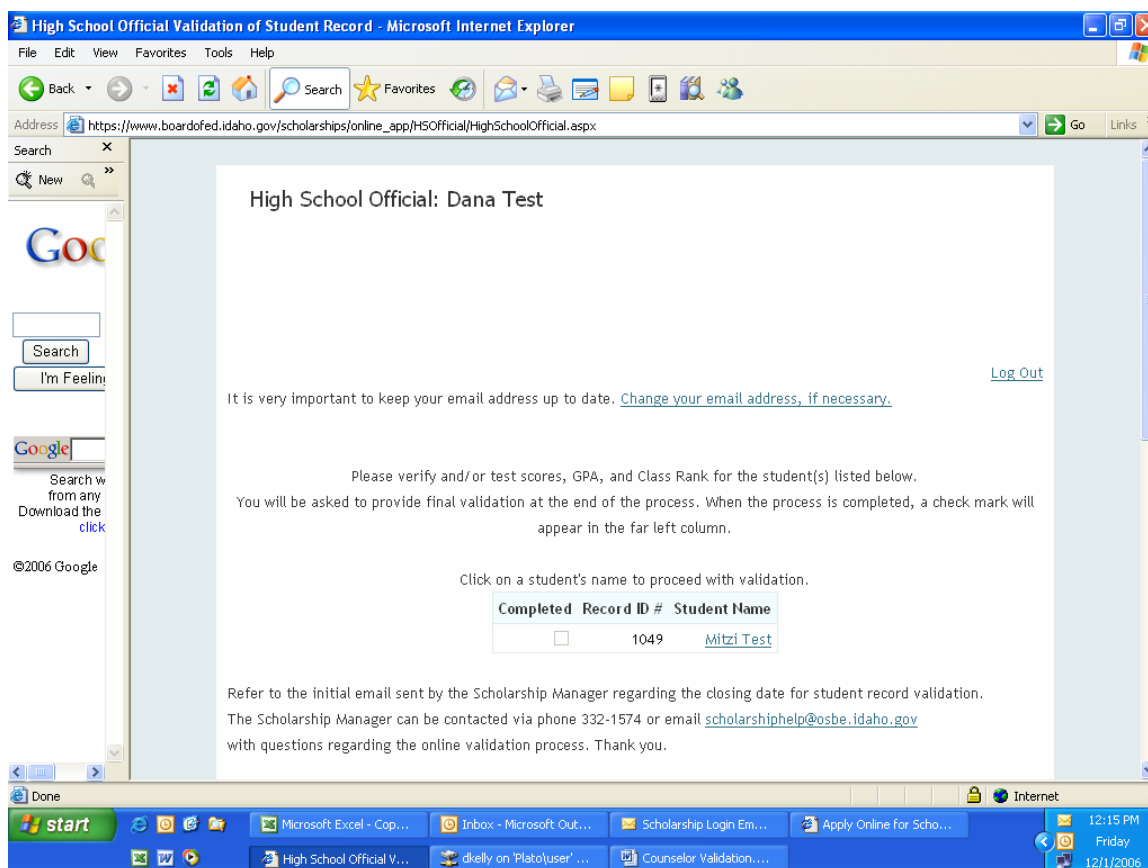
From this screen, you can change your email address at any point. You can also see the list of students that have identified you as their HSO.

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If you want to change your email, this is the window that will appear. If you were unable to login, and you know you had an account last year, you may want to verify that you are using the same email address that you had last year. You can then go in and change your email to the one you are using this year.

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This screen shows you the list of students that have identified you as their HSO.

Since the application window will have closed for students, this is a good time to review the list of names to see if all students you expected to have applied are listed. If you are confident that a student would have applied, and you are not seeing the name here, please check with the student to verify that they did complete the process and that they listed you as their HSO.

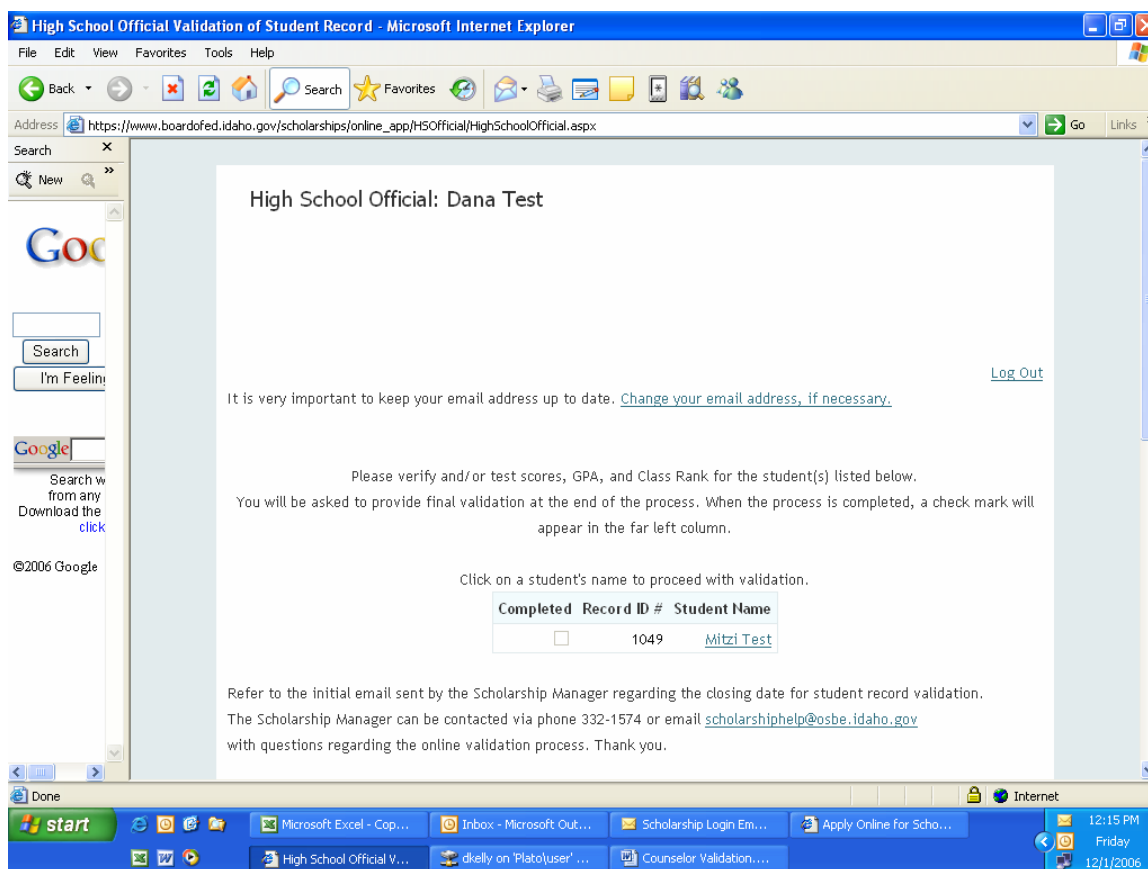
Some possible explanations for student not appearing here are:

- Student chose not to complete the process
- Student did not get all the way through the process and may need additional assistance.
- Student selected the wrong high school official, and one of your colleagues may have the student listed.
- Student may have not listed the correct high school.

After following up with the student, you may need to contact the scholarship manager for assistance.

You may also see students on the list and you did not even know that they were applying. Students are encouraged to inform their HSO of their application, but they are not required. Please complete your portion, and contact the student if you need additional information.

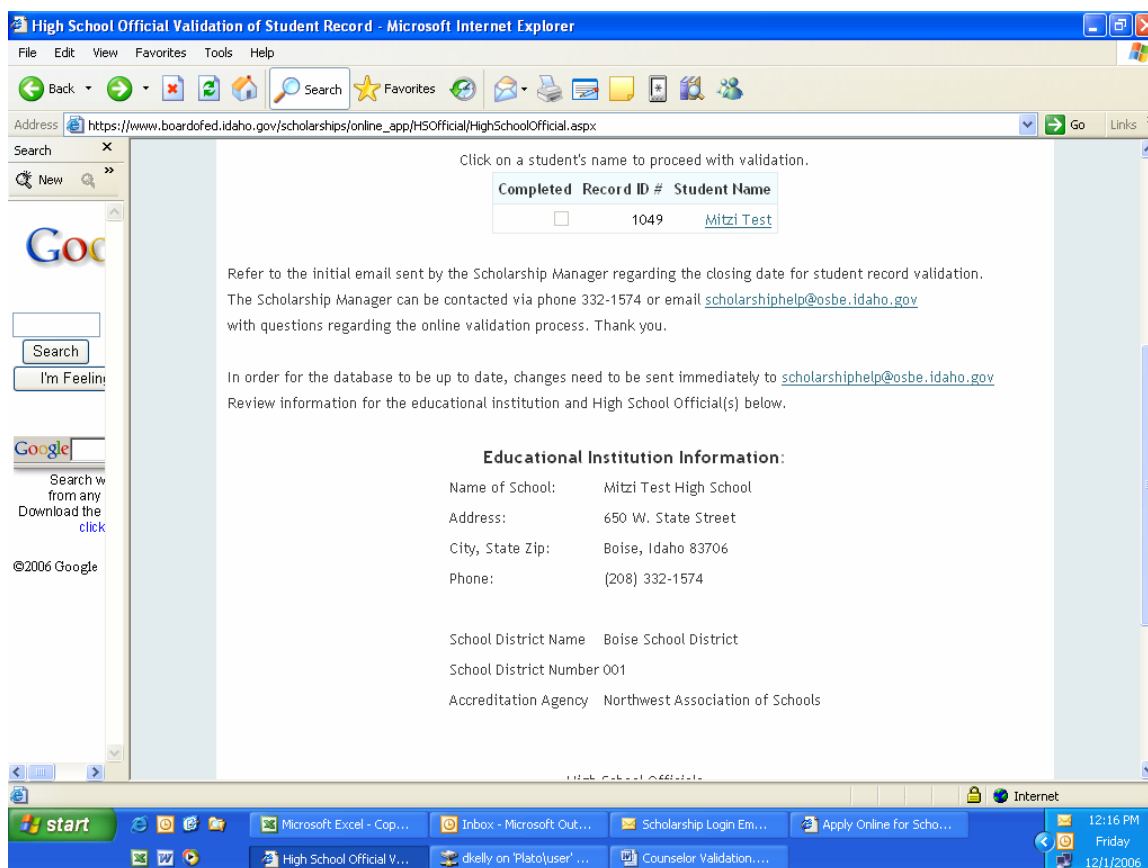
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If you look closely at the applicant names, you will see that the box to the left of the applicant name is not checked. Once you are successful in validating the student's eligibility, this box will have a check in it.

To enter information for a student click on the Student Name and the next screen will appear.

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This screen displays the information that we have listed in our database about your school. Please review the information and contact the scholarship manager if changes are needed.

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The information you enter from this screen is critical to the success of the scholarship selection process. It is important that you read the text carefully and are consistent in how you enter GPA, Class Rank, and test scores.

The first information you are asked to input for the student is their Cumulative Unweighted GPA. If your school weights grades you will have to do the calculation to unweight these scores. For consistency throughout the state, we require scores to be reported using a 4.0 scale and the GPA may be reported up to 4 decimal places.

The GPA should reflect cumulative work through the Fall semester. If your school has not calculated Fall scores yet, please wait until you have this information prior to validating scores. The window for HSO's to report is open until mid February so that you will have time to get Fall data. If this is a problem for you, please contact the scholarship manager.

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The screenshot shows a web browser window titled "Student Record Entry from High School Official - Microsoft Internet Explorer". The address bar shows the URL: https://www.boardofed.idaho.gov/scholarships/online_app/HSOfficial/HighSchoolOfficial-EditStudent.aspx. The page content includes a search bar, a Google search box, and a "Student Information" section with the following fields:

Cumulative Unweighted GPA:	<input type="text"/>
Rank of Applicant in Class:	<input type="text"/>
Number of Students in Graduating Class:	<input type="text"/>
Date of Graduation:	<input type="text" value="6/1/2007"/>

Below the fields is a "Save Changes" button. The page also contains instructions for reporting student test scores and links for "Additional ACT Scores", "SAT Scores", and "COMPASS Scores".

After entering the unweighted, cumulative GPA for the student, you will be asked to list the student's rank in class.

You will also need to supply the Number of Students in the Graduating Class. Most HSOs will validate student records on the same day, and this works best because the number of student should be consistent for all students applying from the same high school. If for some reason there is a difference, this should be noted by the HSO in the comment section at the end of this process.

Date of Graduation. As students are applying for the scholarships, they will be asked to put their graduation date. Many will not know the exact date at the time they are filling out the on-line application. They are instructed that if they do not know the date to put the month and the first day of the month with the correct year in this section. If this is incorrect please change this to the correct date.

It is unlikely, but possible that a student from a previous year could get into the site. Only current high school seniors are eligible to apply (Except Tschudy Applicants at Emmett HS). If you notice that this has occurred, please change the date to the correct date, put a comment in the comment section and contact the Scholarship Manager.

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Student Record Entry from High School Official - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.boardofed.idaho.gov/scholarships/online_app/H5Official/HighSchoolOfficial-EditStudent.aspx

Search

Report all student test scores by entering data in the grids below.

[Additional ACT Scores](#) (student requested scores)
[SAT Scores](#)
[COMPASS Scores](#)

Entering student test scores is as easy as 1-2-3:

- 1) Enter test scores in the upper grid, then click the 'Add' button. This adds the scores to the table that will be displayed on the final validation page. Continue adding scores for the specific test, as needed. (Example: The scores show in the table for the ACT test taken last year. However, the High School Official received results for a test taken recently, but is not showing in the table. In this instance, the High School Official needs to enter the additional test scores for the student.
- 2) Click the 'Edit' button in the lower grid if scores were entered in error and need correction.
- 3) Click the Back to Top link to continue on to the next test score section.

[Back to top](#)

ACT Scores:

English	Mathematics	Reading	Science	Composite	Test Month	Test Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the 'Add' link at right when scores have been entered in the grid. ^

[Back to top](#)

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Inbox - Microsoft Out...
Student Record Entry...
dielly on 'PlatoJuser' ...
Counselor Validation...

12:19 PM
Friday
12/1/2006

Look closely at this screen. You will see that there might be “(student requested scores)” next to one or more of the types of tests.

This is critical for you to note, because if this appears, this means that the student has indicated that they have taken these exams.

If you do not have a record of the scores, and they are not showing up automatically (ACT only), you will likely need to contact the student to have them provide you with an official copy of the score report.

This is especially true for the Compass test. We found last year that Compass test scores were not consistently provided to the HSO completing this section.

If you do not have the information and the student is not able to provide it to you, in order to complete your section you will have to put “0”s in the areas and put a default date of 10/1/2006 in the score area in order to complete the validation. If you have to do this, please make a note in the comment section.

New This year: If a student is applying for the Professional Technical Scholarship and only took the ACT, we can use information from a correlation table to enter compass scores. The scholarship manager will be able to assist you with this. Since this is new, you may get an additional email with instructions specific to this section.

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The screenshot shows a web browser window titled "Student Record Entry from High School Official - Microsoft Internet Explorer". The address bar shows the URL: https://www.boardofed.idaho.gov/scholarships/online_app/H5Official/HighSchoolOfficial-EditStudent.aspx. The page content includes instructions: "3) Click the Back to Top link to continue on to the next test score section." and a "Back to top" link. Below this are three sections for entering test scores:

ACT Scores:

English	Mathematics	Reading	Science	Composite	Test Month	Test Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the 'Add' link at right when scores have been entered in the grid. ^

SAT Scores:

Verbal	Math	Test Month	Test Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the 'Add' link at right when scores have been entered in the grid. ^

COMPASS Scores:

Writing	Algebra	Test Month	Test Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the 'Add' link at right when scores have been entered in the grid. ^

At the bottom of the page, a message states: "You will not be able to continue to the Final Validation page until all scores are added for the Student."

In this area, you can review and add test scores. If we received records from ACT for a student, they will show above the ACT Score area. The student could have taken an exam and we may not have received the scores prior to opening the scholarship site. You should enter all scores you have for the student that are different that those displayed. Example: if the student took the ACT four times, and we show one set of scores please list the three other sets of scores that you have.

If you look at the bottom of this screen shot, you will see that "You will not be able to continue to the Final Validation page until all scores are added for the Student is grayed out at the bottom

If a student put that they had taken any of the tests, and you did not enter scores for the test that the student indicated, you will not be able to complete the validation process. To see if this is the case, look next to the list of tests at the top of this section and if next to the test name you see "(student requested scores)" is displayed then you will know that you will need to enter something. Look back to that screen shot, and see the text below for assistance.

The application process takes the highest scores of any single test administration and uses this for the selection process. It is good for you to list all, because if a student wants to verify information upon which the selection is based, it is likely that they will want to know that we had all scores.

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For the Academic awards, students may take the ACT, SAT or both exams and can take them multiple times. The way the selection process is set up is that the scores will be compared and the highest single test administration will be used in the calculation for the selection process.

For the Promise Category A Professional Technical scholarships, the students are encouraged to take the COMPASS exam, and the scores from (reading, writing, and algebra) are used. If the student does not take the COMPASS exam but does take the ACT exam, we can use these score to complete application process This is the first year we have been able to do this and there may be more information on this process coming your way.

Student Record Entry from High School Official - Microsoft Internet Explorer

Address: https://www.boardofed.idaho.gov/scholarships/online_app/HSOfficial/HighSchoolOfficial-EditStudent.aspx

ACT Scores:

	English	Mathematics	Reading	Science	Composite	Test Month	Test Year	
Delete	30	30	30	30	30	10	2006	Edit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Click the 'Add' link at right when scores have been entered in the grid. ^

[Back to top](#)

SAT Scores:

	Verbal	Math	Test Month	Test Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Click the 'Add' link at right when scores have been entered in the grid. ^

[Back to top](#)

COMPASS Scores:

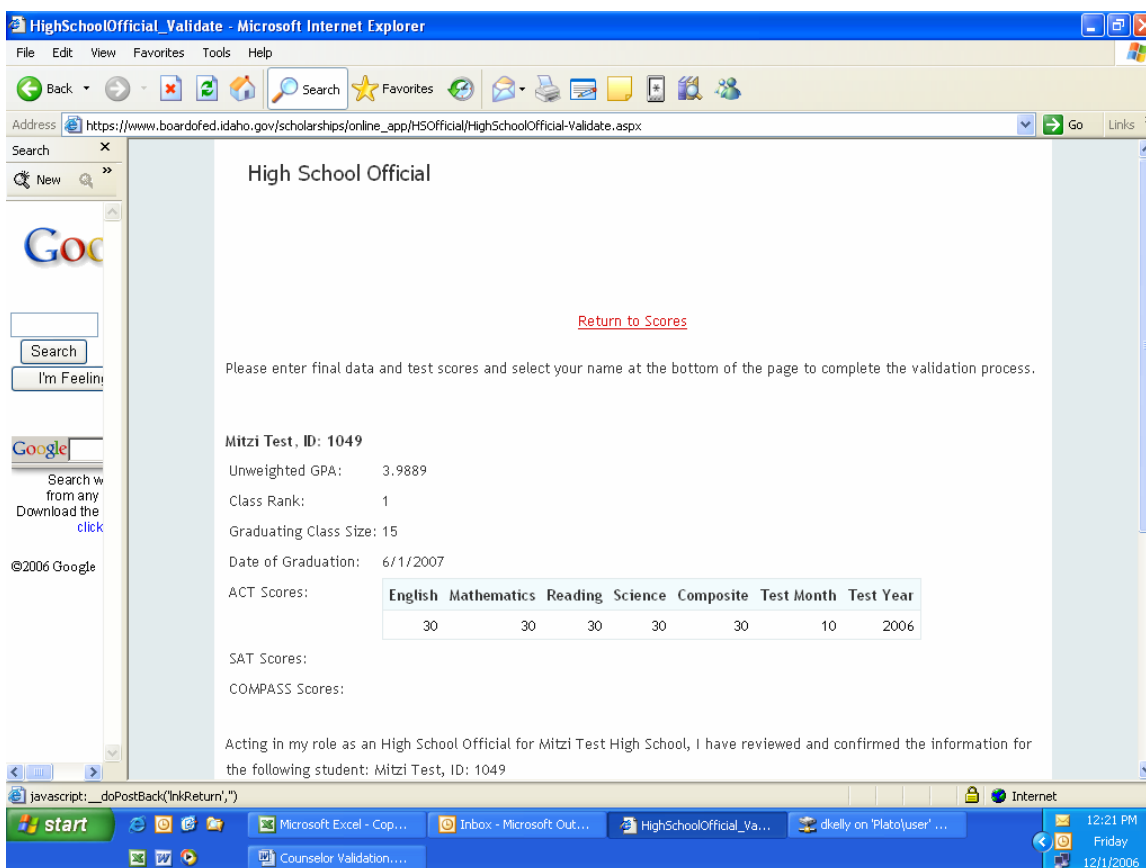
	Writing	Algebra	Test Month	Test Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Click the 'Add' link at right when scores have been entered in the grid. ^

[Continue to Validation](#)

After you have completed entering all scores, click the Continue to Validation Button.

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This screen allows you to review the scores you entered one last time. Please make sure that you have filled in all areas and that you have not made any inputting error as these will affect the selection process.

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HighSchoolOfficial_Validate - Microsoft Internet Explorer

Address: https://www.boardofed.idaho.gov/scholarships/online_app/HSEOfficial/HighSchoolOfficial-Validate.aspx

Search

New

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Search

I'm Feeling

Google

Search w from any Download the click

©2006 Google

Mitzi Test, ID: 1049

Unweighted GPA: 3.9889

Class Rank: 1

Graduating Class Size: 15

Date of Graduation: 6/1/2007

ACT Scores:

English	Mathematics	Reading	Science	Composite	Test Month	Test Year
30	30	30	30	30	10	2006

SAT Scores:

COMPASS Scores:

Acting in my role as an High School Official for Mitzi Test High School, I have reviewed and confirmed the information for the following student: Mitzi Test, ID: 1049

Select your name from the list to complete validation: Dana Test

Date: 12/1/2006 12:12:53 PM

Comments:

Submit

start

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HighSchoolOfficial_Va...

dielly on 'PlatoUser' ...

Counselor Validation...

Internet

12:21 PM

Friday

12/1/2006

At this screen, you are verifying that the information you have entered is true and correct. You also have the opportunity to make comments in the box. The comments need to be limited to issues related to the eligibility verification process. An example would be if you had a student who was not a current senior and you changed the graduation date you would want to note this here. Another way this field is used is if you have a student who when applying indicated that they were taking the COMPASS exam and yet did not do this or did not even provide you with scores, to proceed to validation you would have to enter "0"s, and you would want to note the reason here.

After verifying, press the Submit button at the bottom of the page.

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HighSchoolOfficial_Validate - Microsoft Internet Explorer

Address: https://www.boardofed.idaho.gov/scholarships/online_app/H5Official/HighSchoolOfficial-Validate.aspx

Graduating Class Size: 15

Date of Graduation: 6/1/2007

ACT Scores:

English	Mathematics	Reading	Science	Composite	Test Month	Test Year
30	30	30	30	30	10	2006

SAT Scores:

COMPASS Scores:

Acting in my role as an High School Official for Mitzi Test High School, I have reviewed and confirmed the information for the following student: Mitzi Test, ID: 1049

Select your name from the list to complete validation: Dana Test

Date: 12/1/2006 12:12:53 PM

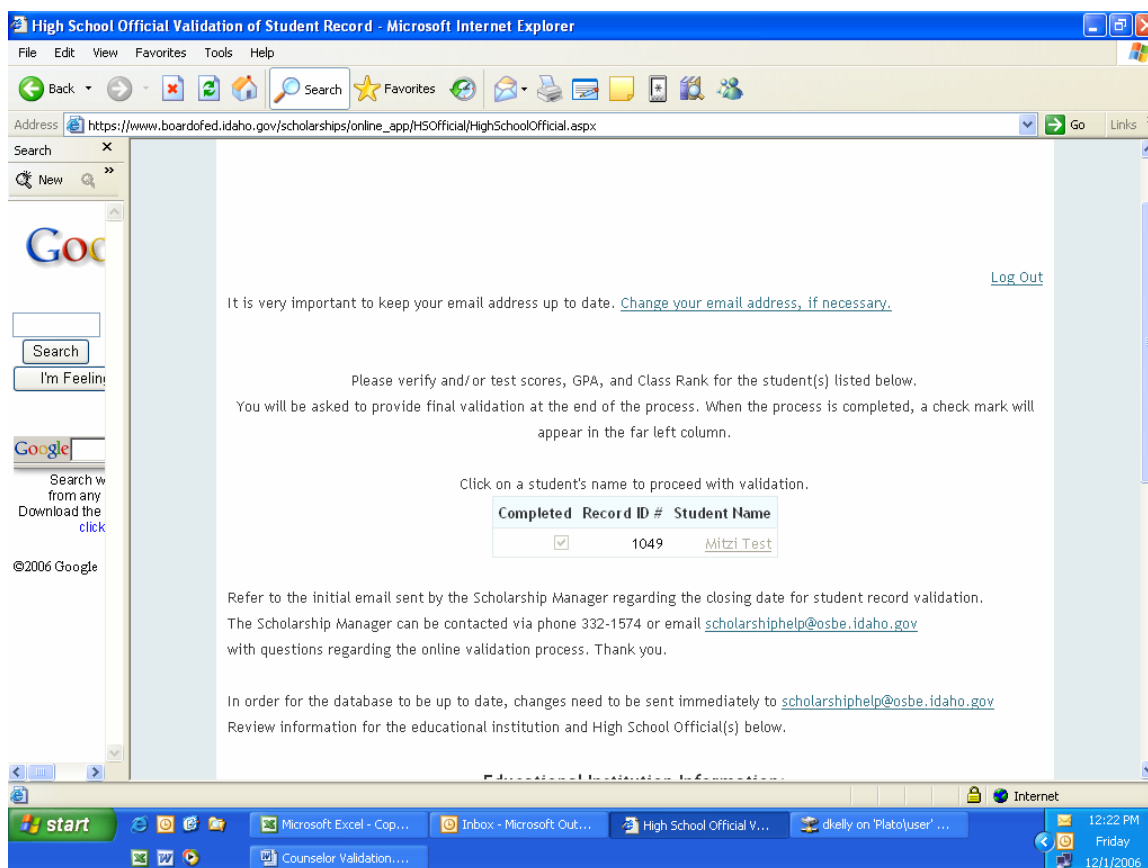
Comments:

IDAHO STATE BOARD OF EDUCATION PO BOX 83720 BOISE, ID 83720-0037 208-334-2270

You will see the Return to Student List button on the lower left had side of the page. This will take you back to your student list.

It is important that you go back to this list.

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Once you are back at this screen, you can see the check box adjacent to the names of the students. Once you have been successful with the validation, you will see that there is a check box next to the student's name.

You should repeat this process with each student. If a checkbox does not appear, and by reading through the documentation you can not determine why, contact the Scholarship Manager for assistance.

If a student appears on your list and the student should be assigned to someone else, contact the scholarship manager for assistance. **IF YOU DO NOTHING, THIS STUDENT WILL NOT HAVE THE OPPORTUNITY TO BE CONSIDERED. The intent of the program is complete the process for all students who apply.**

Some student applicants will not meet the application eligibility requirements, yet they may not know this at the time of application. The selection process will screen for this and only eligible candidates will be considered.